

6 MAY 1959

C-O-N-F-I-D-E-N-T-I-A-L

28 April 1959

OFFICE OF PERSONNEL MEMORANDUM NO. 20-410-28

SUBJECT: Assignment of Clerical Personnel from the Interim
Assignment Section

1. This memorandum establishes procedures for the initial assignment or detail of clerical personnel from the Interim Assignment Section (IAS), Personnel Operations Division (POD), to operating offices. The procedures are designed to control initial clerical assignments or details relative to current and projected staffing requirements and to eliminate the use of non-clerical ceiling positions for the assignment of clerical personnel.

2. Responsibilities and Procedures

The clerical ceiling is that part of the office or staff personnel ceiling which is normally staffed, directly or indirectly, by personnel assigned from IAS. Clerical positions of higher grade levels which will normally be filled by a reassignment within the office but which through the resultant series of reassignments will require a replacement from IAS for some position, are included in the clerical ceiling.

a. DD/I and DD/S Offices

(1) Each office will determine its clerical personnel ceiling and will report the figure to the Chief, POD.

(2) Clerical Assignments

Clerical assignments will be made by POD directly from the IAS to all offices which are below their clerical ceiling.

(3) Clerical Details

Clerical details will be made by POD from the IAS to offices which are above clerical ceiling. The final assignment personnel action will be effected when a clerical ceiling position is available. IAS/POD will prepare a Form No. 1152, Request For Personnel Action, with the concurrence of the office

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concerned, in order to record the detail of the employee. The action will charge the allotment account of the individual to that of the office of detail; however, the employee will remain charged against the IAS T/O and ceiling for the period of detail.

b. DD/P

Procedures similar to those outlined in a. above have been established for the Clandestine Services Personnel Division (CSPD) by the Special Support Assistant, Deputy Director, Support (SSA/DDS) to effect the control of assignments and proper allotment charges of clerical personnel from the IAS to DD/P.

3. Clerical Ceiling Adjustments

Clerical ceiling figures reported to POD by the DD/I and DD/S offices concerned may be adjusted whenever necessary to reflect reapportionment of the total personnel ceiling authorized to the component, subject only to such approvals as may be required by the Deputy Director concerned. Similar adjustments in clerical ceiling may be made, if requested at the time of conversions from organization to Career Service basis.



Gordon M. Stewart
Director of Personnel

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